GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Industries & Commerce Department - MSME - Operational guidelines for implementing the M-Parks Policy 2018-23 – Issued.

INDUSTRIES & COMMERCE (PROG.I) DEPARTMENT

G.O.Ms.No.143 Dated: 26.12.2018

Read the following:

1. G.O.Ms.No.70, Ind. & Com. (Prog.I) Dept., Dt.31.5.2018.
2. From the Commissioner of Industries, A.P., Single file No.INC02-20029/29/2018-PLG & ACC-DOI.

***

ORDER:

In the G.O.1st read above, Government have instituted a new policy for providing infrastructural support to MSMEs titled Policy for Establishment of MSME Parks (M-Parks) in each Assembly Constituency or M-Parks Policy 2018- 23.

2. The Commissioner of Industries, Andhra Pradesh, Vijayawada in the references 2nd read above, has submitted the draft Operational Guidelines for implementation of M-Parks Policy 2018-23.

3. Government after careful examination of the proposal of Commissioner of Industries, hereby issue the operational guidelines under the M-Parks Policy 2018-23 as appended to these orders.

4. This order is issued with the concurrence of Finance (FMU.I&C) Department Vide their U.O.No.FIN01-FMU.OASD(IC) 26/2018-FMU-I-C, dt.09.12.2018.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SOLOMON AROKIARAJ
SECRETARY TO GOVERNMENT & CIP

To
The Commissioner of Industries, A.P., Vijayawada.
The Chief Executive Officer, Andhra Pradesh MSME Development Corporation.
The Vice Chairman &Managing Director, Andhra Pradesh Industrial Infrastructure Corporation Limited, Vijayawada.
The Vice Chairman & Managing Director, Andhra Pradesh Industrial Development Corporation Limited, Vijayawada.

Copy to:
G.A(Cabinet) Department.
All District Collectors.
The Revenue (CT-II) Department.
The Revenue (LA) Department.
The Tribal Welfare Department.
The BC Welfare Department.
The WCD &DW Department.

(P.T.O)

The Minorities Welfare Department.
The Social Welfare Department.
The Managing Director, Andhra Pradesh State Kapu Welfare & Development Corporation, Vijayawada.
The Chairman Andhra Pradesh Brahmin Welfare Corporation, Vijayawada.
The Energy, I&I Department.
The Finance (FMU-Rev-I&C) Department.
The Law (H) Department.
The Pay and Accounts Officer, Ibrahimpatnam, Vijayawada /The Director of Treasuries and Accounts, Ibrahimpatnam, Vijayawada.
Industries & Commerce (Infra & P&I) Department.
P.S to Principal Secretary to Hon'ble C.M.
P.S to Hon'ble Minister for Industries & Commerce.
P.S to C.S to Government.
P.S to Secretary to Government & CIP.
Sf/Sc

//FORWARDED::BY ORDER//

SECTION OFFICER

APPENDIX

(to G.O.Ms.No.143, Ind. & Com. (Prog.1)Dept., Dt: 26.12.2018)

Operational Guidelines *for* M-Parks Policy 2018-23

Operational Guidelines for Establishment of MSME Parks (M-Parks) in Each Assembly Constituency

DEPARTMENT OF INDUSTRIES & COMMERCE
GOVERNMENT OF ANDHRA PRADESH

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ABBREVIATIONS

AP M-Corp	Andhra Pradesh MSME Development Corporation
APIIC	Andhra Pradesh Industrial Infrastructure Corporation
ASR	Advance Stamp Receipt
CA	Chartered Accountant
CE	Chartered Engineer
DIPC	District Industries Promotion Committee
DPR	Detailed Project Report
EoI	Expression of Interest
FA	Final Approval
INVI	Investment Incentives
IPA	In-Principle Approval
IS1	Infrastructure Subsidy Installment 1
IS2	Infrastructure Subsidy Installment 2
IS3	Infrastructure Subsidy Installment 3
IS4	Infrastructure Subsidy Installment 4
MSME	Micro, Small and Medium Enterprises
PPP	Public Private Partnership
PSA	Project Specific Agreement
REG	Registration
SLPSC	State Level Project Steering Committee
SPV	Special Purpose Vehicle
UC	Utilisation Certificate
WA	Withdrawal Application

Ref: 1) G.O.Ms.No.70, Industries & Commerce (Programme-I) Department dated 31-05-2018

2) G.O.Ms.No.108, Industries & Commerce (P&I) Department dated 14-11-2015

3) G.O.Rt.No.390, Industries & Commerce (Programme-I) Department dated 16-11-2016

4) G.O.Rt.No.265, Industries & Commerce (Programme-I) Department dated 12-09-2018

1 BACKGROUND

1. Vide reference 1, Government of Andhra Pradesh has instituted a policy for establishment of Micro, Small and Medium Enterprises (MSME) Parks or M-Parks in each Assembly Constituency namely M-Parks Policy 2018-23, hereinafter referred to as "this Policy". This document issues the operational guidelines for this Policy.

2 DEFINITIONS

2. The following definitions are applicable for these guidelines
    a. **Allocable Area:** Area available for allocation to Enterprises and shall exclude the area utilized for providing common and required infrastructure facilities.
    b. **Completion of Park:** Completion of development of infrastructure as per approved DPR and units corresponding to 30% of allocable area commencing production
    c. **Enterprise:** Unless otherwise specifically mentioned, Enterprise refers to both MSMEs and Large Enterprise(s), who are acting as Anchor Investor(s).
    d. **Executing Agency:** The Agency developing the MSME Park, namely APIIC or any Private Developer
    e. **Infrastructure Development Cost:** Infrastructure Development Cost shall be, as approved by competent authority
    f. **M-Parks:** Micro, Small and Medium Enterprises Park
    g. **MSMEs:** Micro, Small and Medium Enterprises are Enterprises with Investment Limits in Plant & Machinery/Equipment, as prescribed under Micro, Small and Medium Enterprises Development Act, 2006 and as amended from time to time
    h. **Unit:** Unit shall refer to an Enterprise.

3 VALIDITY PERIOD

3. The guidelines are valid as per the validity of M-Parks Policy 2018-23.

4 FEATURES OF M-PARK

4. The projects that will be considered as M-Parks (MSME Parks) shall have the following features:
    a. **Extent and Contiguity:** The extent of such land parcels shall be around 100 Acres but not less than 25 Acres, which are preferably contiguous. However, non-contiguous and proximate land parcels, which have a potential to be developed as a single MSME park reaping economies of scale in infrastructure provision, may also be considered.
    b. **Allocable Area:** Around 60% of the area of the land parcel should be allocable to Enterprises
    c. **Anchor Investor(s):** A maximum of 10% of allocable area in each park can be allotted for Large Enterprises whose investment in plant and machinery is higher than Rs. 50 Crores. It is envisaged that these Enterprises will act as Anchor Investors and have the potential to enter into business relationships with MSMEs in the Park.

5 NODAL AGENCY

5. AP MSME Development Corporation (AP M-Corp) shall be the Nodal Agency for implementing this Policy.

6. **Functions:** AP M-Corp shall undertake all necessary activities to implement this Policy, including the following activities, but not limited to them:
    a. Facilitate proposals received from Developers to set up M-Parks
    b. Float Expression of Interest (EoI) to invite reputed developers from across the country as well as state and MSME Associations to set up M-Parks, as necessary
    c. Undertake necessary processes, as prescribed, for approval of proposals of park development under various models adopted in this scheme
    d. Provide guidance to Executing Agencies in formulating their Park Proposals and facilitate efficient development of the parks

e. Facilitate all processes required for approvals of Park proposals as well as their execution
f. Facilitate all approvals necessary for MSMEs, which come forward to set up their operations in the Parks
g. Facilitate the development of external infrastructure
h. Formulate necessary processes for smooth implementation of this scheme
i. Facilitate the process of reservation of area in Parks for different socio-economic categories of population and corresponding contributions from General and Sub Plan Budgets
j. Facilitate provision of business development services like marketing, quality, export promotion, training etc., as needed for improving the business prospects of enterprises set up in MSME Parks
k. Institute a third party Annual Review to assess the working of this scheme

7. **Funding and Disbursements:**
    a. AP M-Corp shall tie-up necessary funds for administering the scheme and development of parks, external infrastructure from General and Sub Plan Budgets, as applicable and providing investment-based incentives to Executing Agencies.
    b. AP M-Corp shall make timely disbursements to Executing Agencies.

6 EXECUTING AGENCIES

8. Executing Agencies refer to those agencies, which will undertake the development of M-Parks. The development of MSME Parks will be taken up in two models (The policy and guidelines with respect to PPP Model as listed in this Policy shall be issued separately):
    a. **APIIC Model:** APIIC as Executing Agency
    b. **Private Developer Model:** A Private Developer including an SPV formed by MSMEs as Executing Agency, with land procured by Private Developer. The Executing Agency must be a legally registered entity as a Company or Trust or Society.

9. **Functions of Executing Agency:** The Executing Agency shall undertake the following functions:
    a. To formulate Detailed Project Report (DPR) with around 60% of the area earmarked to be allotted to Enterprises.

b. To procure land and execute the project/park in a transparent, efficient and timely manner
c. To undertake marketing of the park to potential sectors and enterprises
d. To support MSMEs populating the park through facilitation of credit from financial institutions, DPR Preparation and getting required approvals/clearances from Government.
e. To maintain common infrastructure including common facilities either through constitution of an Industrial Area Local Authority (IALA) or by themselves
f. To submit necessary documentation, as specified in these guidelines, within stipulated timelines.
g. To indemnify the Nodal Agency against any and all liabilities.

7 COMPETENT AUTHORITIES

10. District Industries Promotion Committee (DIPC), set up vide reference 2 cited, with due participation from Welfare Departments shall be the competent authority to fix the reservation amongst various population categories in each park in the district.

11. State Level Project Steering Committee (SLPSC), set up vide reference 3 cited, shall be the competent authority for the following:
    a. Approving the M-Park Development Proposal sand Withdrawal Proposals
    b. Fixing applicable Infrastructure Development Cost and Infrastructure Subsidy under this Policy
    c. Sanctioning all subsidies and incentives under this Policy
    d. Approving changes to the Proformas provided in Annexures, if sought.
    e. Levying any penalties either for Project Delays or Withdrawal of Executing Agencies or Misrepresentation of Information or other reasons

12. AP M-Corp shall be the convener for SLPSC for approvals under this Policy.

8 APIIC MODEL – RESERVATION AND PLOT ALLOTMENT

13. **Reservation of Allocable Area:**
    a. The subsidy and incentives under this Policy shall be funded 50% from General Budget and 50% from Sub Plan Budgets either from Department of Industries & Commerce or from Welfare Departments, as follows:

i. 5% from Scheduled Tribes Sub Plan
ii. 15% from Scheduled Castes Sub Plan
iii. Remaining 30% from Backward Classes / Brahmin / Minorities / Kapu/Brahmin Welfare Corporations

b. This reservation shall be applied at district level based on population and not at the level of each park.
c. Reservation in each park within the district, measured in allocable area, shall be proportional to the ratio of funding from general budget and category-specific earmarked budgets.
d. As Parks in Scheduled Areas have to be populated with MSMEs owned by Scheduled Tribes, the entire Subsidy for such parks shall be provided by Tribal Sub Plan.
e. The reservation of area for specific categories shall cease after a 5 year period from the date of first allotment made in the park.

14. APIIC shall undertake the process of fixing reservation for parks in each constituency as per guidelines outlined above in consultation with Welfare Departments and obtain approval from DIPC. This process shall be completed within 45 days of the notification of these guidelines. Subsequently, the same shall be intimated to AP M-Corp. Accordingly, AP M-Corp shall obtain funding for parks from applicable budget heads as prescribed above.

15. APIIC shall allot plots to MSMEs, duly applying the reservation percentages approved by DIPC, with a requirement of caste certificates.

16. **Land Allotment to MSMEs:** The pricing of developed land parcels in APIIC developed MSME Parks shall be in such a way that the parcels are affordable to MSMEs. The pricing mechanism for MSME Plots shall not include administrative/service charges.

17. The process of plot allotment to Enterprises within M-Parks developed by APIIC shall be through an online process. Once an application is received for plot allotment, APIIC shall process the application within 21 days.

9 PRIVATE DEVELOPER MODEL – RESERVATION AND PLOT ALLOTMENT

18. There is no prescribed reservation for plots in MSME Parks developed by Private Developers.

19. Executing Agencies are free to institute their own process for allotting plots.

10 ONLINE PORTAL

20. AP M-Corp shall institute an online portal for implementation of this Policy. The portal shall be designed with the following features, to the extent feasible and practical:
    a. Only those details which are necessary for approvals or analysis are sought
    b. The details/uploads once entered in the portal shall not be asked again
    c. Necessary information or hints shall be provided to ensure that applicants can file their applications easily with minimal external support
    d. All submissions and correspondence shall ordinarily be made online only.
    e. The system shall have enabling provision for Chartered Engineers as well as Chartered Accountants to register themselves and submit necessary certifications online.
    f. Applicants should be able to auto-generate application forms under this Policy online with the required information auto-filled for offline authentications/certifications
    g. Executing Agencies shall be constantly informed about the status of all their various applications and disbursements through their dashboards in the portal/SMS/E-mails.
    h. A system for applicants to raise queries or give feedback, for which response has to be provided within 3 days.
    i. A section on "Frequently Asked Questions" shall be provided with constant updation of emerging queries.

21. There shall be an online Incentive Calculator, which shall enable potential Executing Agencies to input various costs, estimated investment and calculate the total incentives/subsidies they will be eligible to.

22. There shall be a folio for each park to indicate the following, but not limited to them:
    a. Executing Agency

b. Location Details
c. Targeted Schedule and Progress Made
d. Status of Approvals
e. Status of Sanction/Disbursal of Subsidies/Incentives
f. Park Development Status, in terms of Infrastructure
g. Park Allotment Status, in terms of Number of Enterprises, Area, Investment, Employment
h. Park Outcomes, in terms of Number of Enterprises, Investment Grounded and Employment Created
i. Profile of Enterprises in terms of caste of Entrepreneurs
j. Provisions to upload necessary documents
k. Photo Album showing progress in Park Development, as per provisions below

23. There shall be a folio for each Enterprise to indicate the following, but not limited to them:
    a. Enterprise Name
    b. Type (Large/MSME)
    c. Park situated in
    d. Extent of Plot Allotted
    e. Sector
    f. Subsector
    g. Status (real time syncing with Single Desk Portal and Investment Tracker databases through web service)
    h. Electricity Service Connection Number
    i. Provision to upload necessary documents

24. There shall be online dashboards which indicate overall progress, stage-wise of the following, but not limited to them:
    a. Land Acquisition Status (APIIC Model)
    b. Approval Process
        i. Park Proposals for In-Principle Approval
        ii. Land Allotment by APIIC to Private Developers
        iii. Park Proposals for Final Approval
    c. Park Development in terms of Progress in
        i. Development of Infrastructure
        ii. Allotment of Plots
        iii. Commencement of Production amongst those Allottees
    d. Visual Progress through any of the options provided
    e. Sanction and Disbursement Process

i. Applications
ii. Sanction
iii. Disbursal
iv. Penalties Levied
v. Compensation Disbursed

25. There shall be an online plot allotment enabling portal, wherein the information on un-alloted plots in all M-Parks being developed is displayed and the MSMEs are directed to the appropriate website/contact details for taking up the allotment process.

26. Commissioner, Industries and VC&MD, APIIC are requested to provide necessary information to AP M-Corp through web-service in real time, as needed for smooth implementation of the M-Parks Policy.

11 PROCESS FLOW FOR PROJECT APPROVALS

11.1 Registration Processes

27. All Executing Agencies shall register themselves on the Online Portal through the Proforma in Annexure 1-REG and create a specific online account for themselves, through which all correspondence shall be made and authenticated through digital signatures.

28. The account shall be operated by a maximum of twoauthorized representatives of the Executing Agency. The same authorized representatives shall submit applications online and correspond with AP M-Corp during the process of approvals/implementation of the M-Park project. A certificate to this effect from Executing Agencies shall be uploaded during the registration process.

11.2 In-Principle Approval

29. **In-Principle Approval:** Executing Agency shall submit an application for each park for In-Principle Approval (Proforma in Annexure 2-IPA) along with
    a. A Detailed Project Report, duly complying with these guidelines, as indicated in Annexure 3-IPA-DPR.

b. A certificate from Chartered Engineer that the proposed cost is commensurate to the external and internal infrastructural facilities proposed, as per format in Annexure 4-IPA-CE.

30. **The Detailed Project Report shall be compliant with the following:**

a. **Infrastructure Development Cost** refers to:
   i. Cost of developing external connecting infrastructure to the park such as power, water etc.
   ii. Cost of developing internal infrastructure of the park as defined below
   iii. Land Cost shall not be included

b. **Internal Infrastructure** shall include the following:
   i. Common Infrastructure like roads, drainage, water supply, electricity supply including captive power plant, sewage, effluent treatment, solid waste management, fire prevention/fighting systems, gas/steam supply facilities, telecommunication line, technological backup services, internet infrastructure etc.
   ii. Common facilities like testing laboratory (including equipments), weighbridges, design centre (including equipments), training centre (including equipments), trade centre / display centre, warehousing facility / raw material depot, packaging units, crèche, canteen, workers-hostels, offices of service providers, labour rest and recreation facilities, marketing support system (backward / forward linkages) etc.
   iii. The items covered under Internal Infrastructure are illustrative and every Park may be developed to suit the specific production and business requirements of the end users of the Park, therefore, the State Level Project Steering Committee (SLPSC) is empowered to approve, on merit, the inclusion of additional components in the internal infrastructure cost on a case- to-case basis.

c. **Infrastructure Subsidy:** Executing Agencies will be eligible for a subsidy of 50% of Infrastructure Development Cost, up to a maximum of Rs. 10 Lakhs per acre.

d. **Investment Based Incentives:** Executing Agencies shall also be provided Investment Based Incentives corresponding to 2% of investment in plant and machinery made by MSMEs who have commenced production within 24 months of date of receiving final approval.

e. **Land Conversion Charges:** Executing Agencies shall be eligible for 100% reimbursement of Land Conversion Charges incurred in converting agricultural land to industrial land.

f. **Project Schedule:** Every Park shall be completed within a span of 24 months from the point of receiving final approval from competent authority.

31. **DPR Components:** The Detailed Project Report (DPR) shall consist of the details, as available and applicable, as indicated in Annexure 3-DPR.

32. The applications for In-Principle Approval shall be processed within 21 days.

33. The In-Principle Approval shall be valid for 6 months, before which the Executing Agency shall file for Final Approval.

11.3 Land

34. **APIIC Model:** Land parcels for setting up M-Parks will be identified and procured by APIIC and Revenue department in consultation with AP M-Corp.

35. **Private Developer Model:** Post receiving In-Principle Approval, Executing Agencies shall either procure the land by itself or buy from APIIC. Alternately, the land may be taken on lease for a period not less than 33 years.

36. **APIIC's Land Allotment to Private Developers:**
    a. APIIC shall display the land available for development of M-Parks by Private Developers.

    b. **Land Extent Requirements:** When an Executing Agency receives In-Principle Approval, APIIC shall deem the land extent stated in such proposal as necessary requirement for setting up an M-Park, without any further assessment of land extent requirements.

    c. **Land Pricing:** APIIC shall provide land to Private Developers, without levying administrative/service charges.

d. **Timeline:** Once an application is received from a Private Developer after receiving In-Principle Approval from SLPSC, APIIC shall process such applications within 21 days.

11.4 Layout Approval

37. Executing Agencies shall obtain layout approval after procurement of land through sale/lease.

11.5 Financial & Administrative Requirements

38. **Financial Closure:** The executing agencies shall receive financial closure from their financing institutions.

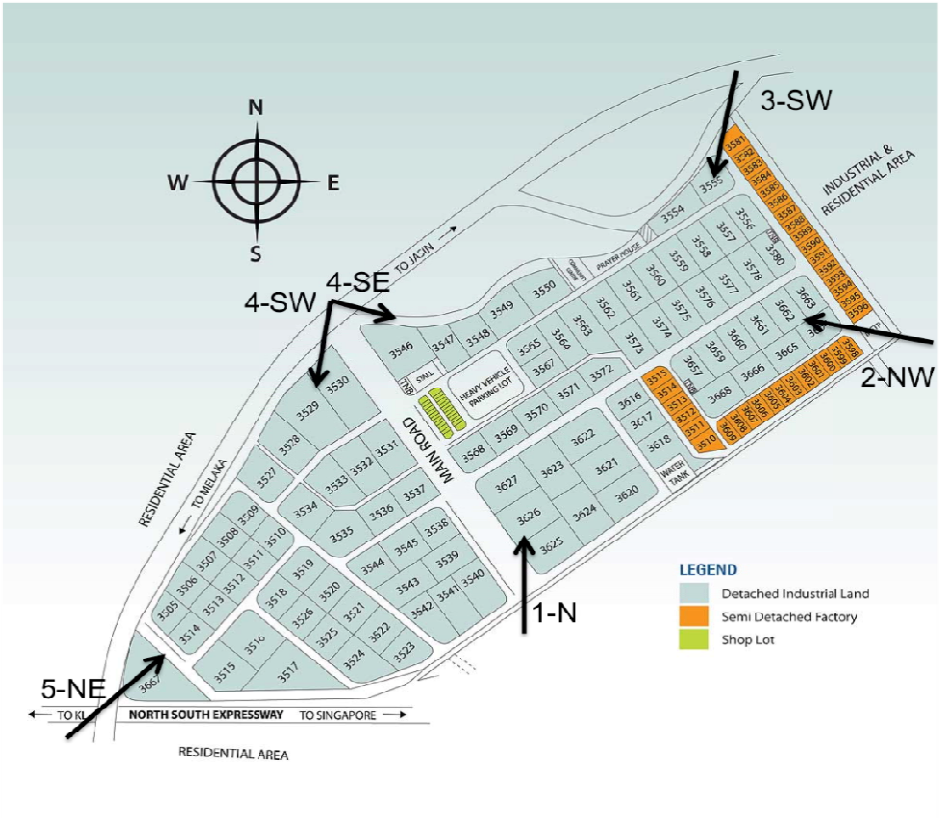
11.6 Final Approval

39. The Executing Agency shall apply for Final Approval to SLPSC, after fulfilling the following conditions, with documentary evidence in format prescribed in Annexure 5-FA:
    a. Procurement of Land/Long term Lease
    b. Layout Approval
    c. Incorporation/Registration Document of SPV which will execute the project, as needed
    d. Financial Closure of the Project

40. The applications for Final Approval shall be processed within 21 days.

41. **Tracking Visual Progress:** During the Final Approval process, the SLPSC shall prescribe the specific coordinates on the park layout and the direction in which **a date &time-stamped** photograph has to be taken for uploading into the online portal by Executing Agencies. This is to ensure that there are comparable photographs taken at the same geographical point and same direction at different timelines to indicate progress of works.
    a. For instance, let's say the points on the layout where photographs are expected are 1, 2, 3, 4 and 5, as shown in a sample[1] layout shown below.

[1] Image obtained from http://www.jip.com.my/industrial-park/layout-of-industrial-park/, is used only for illustrative purposes.



b. The direction may be chosen as one of the 8 directions
   i. N – North
   ii. NE - North East
   iii. E – East
   iv. SE – South East
   v. S – South
   vi. SW – South West
   vii. W – West
   viii. NW – North West

c. SLPSC may specify the photographs it expects Executing Agency to upload every month as follows (indicated for illustrative purposes):
   i. Photograph A: 1-N
   ii. Photograph B:2-NW
   iii. Photograph C:3-SW
   iv. Photograph D: 4-SE
   v. Photograph E: 4-SW
   vi. Photograph F: 5-NE etc.

11.7 Project Specific Agreement

42. Once the Final Approval is given, a Project Specific Agreement, as prescribed in Annexure 6-PSA, shall be signed between the Nodal Agency and Executing Agencies within 7 days.

11.8 Advance Approvals to APIIC

43. In case, APIIC has been given any advance approvals or made any advance disbursements, for instance as in reference 4 cited, APIIC shall nevertheless fulfill all the requirements under these guidelines post-facto, namely submission of DPR, Land Documents, signing Project Specific Agreements within 3 months of the date of approval/disbursal as applicable.

12 PROCESS FLOW FOR SUBSIDIES/INCENTIVES

12.1 Monthly Progress Report

44. Executing Agencies shall upload a Monthly Progress Report, which shall include status of Infrastructure Development, Plot Allotment, and Commencement of Production of Enterprises along with exhibits showing visual progress through photographs as per prescribed geographical coordinates and direction.

45. In lieu of the Photographs, Executing Agencies may choose to show Visual Progress through
    a. Either a drone video footage taken every month
    b. Or through a time lapse 360 degree video footage depicting progress every week, shot by a camera mounted at sufficient height showing the entire park
        i. For an indicative idea, refer "Seattle 3 Year Time-Lapse Video from the Space Needle" https://www.youtube.com/watch?v=-2MTiUGvqyE&t=165s.

46. AP M-Corp reserves the right to verify the progress submitted by the Executing Agencies, through any means necessary, including aerial inspection using a drone.

12.2 First Installment of Infrastructure Subsidy

47. **Amount:** Executing Agencies may apply for first installment of 10% of applicable subsidy after incurring an expenditure of 5% of Infrastructure Development Cost, as per approved DPR in Proforma prescribed in Annexure 7-IS1.

48. **Documentation/Certification Requirements:**
    a. A certificate from Chartered Engineer, as prescribed in Annexure 8-IS1-CE, that
        i. Statement of Infrastructural Facilities developed with item wise cost incurred
        ii. The infrastructure setup is as per the approved DPR
        iii. The cost incurred is commensurate to the works undertaken
    b. A certificate from Chartered Accountant that the expenditure sum has been paid to suppliers/service providers with necessary receipts obtained, as prescribed in Annexure 9-IS1-CA.

12.3 Reimbursement of Land Conversion Charges

49. Executing Agencies shall apply for reimbursement of land conversion charges including change in land use along with application for First installment of Infrastructure Subsidy, as prescribed in Annexure 10-LCC.

12.4 Second Installment of Infrastructure Subsidy

50. **Amount:** Executing Agencies may apply for second installment of 30% of applicable subsidy after incurring a cumulative expenditure of 30% of Infrastructure Development Cost as per approved DPR and allotting 10% of allocable area to MSMEs, as prescribed in Annexure 11-IS2.

51. **Documentation/Certification Requirements:**
    a. Incurred Development Cost
        i. Statement of Infrastructural Facilities developed with item wise cost incurred
        ii. A certificate from Chartered Engineer, as prescribed in Annexure 12-IS2-CE that
            1. The infrastructure setup is as per the approved DPR
            2. The cost incurred is commensurate to the works undertaken

iii. A certificate from Chartered Accountant that the expenditure sum has been paid to suppliers/service providers with necessary receipts obtained, as prescribed in Annexure 13-IS2-CA.

b. Area Allotted
   i. Allotment Letters issued by Executing Agencies to MSMEs which shall include
      1. Extent of Plot Allotted in Square Meters
      2. Plot Coordinates
      3. Price of Plot
      4. Payment made, if any.
   ii. A certificate from a Chartered Accountant that the said payments have been made by Enterprises towards allotment to the Executing Agencies and receipts were given to MSMEs, as prescribed in Annexure 13-IS2-CA.

12.5 Third Installment of Infrastructure Subsidy

52. **Amount:** Executing Agencies may apply for third installment of 30% of applicable subsidy after Enterprises (including Anchor Investors) corresponding to an area of 15% of allocable Area commencing production, as prescribed in Annexure 14-IS3.

53. **Documentation/Certification Requirements:**
   a. A Summary Statement of Enterprises which commenced Production, with the following details
      i. Enterprise Name
      ii. Area Allotted
   b. Area Allotted
      i. Allotment Letters issued by Executing Agencies to MSMEs which shall include
         1. Extent of Plot Allotted in Square Meters
         2. Plot Coordinates
         3. Price of Plot
         4. Payment made, if any.
         5. A certificate from a Chartered Accountant that the said payments have been made by Enterprises towards allotment to the Executing Agencies and receipts were given to MSMEs, as prescribed in Annexure 15-IS3-CA.
   c. Date of Commencement of Production shall be as per date of First Sale Invoice of that specific Unit. Required documents for each Enterprise are

i. Copy of the invoice
ii. Copy of Electricity Bill and Receipt for the month in which this date falls.

12.6 Fourth Installment of Infrastructure Subsidy

54. **Amount:** Executing Agencies may apply for fourth installment of 30% of applicable subsidy after incurring a cumulative expenditure of 100% of Infrastructure Development Cost as per approved DPR and after Enterprises (including Anchor Investors) corresponding to a cumulative area of 30% of allocable Area commencing production, as prescribed in Annexure 16-IS4.

55. **Documentation/Certification Requirements:**
    a. Incurred Development Cost
        i. Statement of Infrastructural Facilities developed with item wise cost incurred
        ii. A certificate from Chartered Engineer, as prescribed in Annexure 17-IS4-CE, that
            1. All the infrastructural facilities listed in DPR are developed at site
            2. The cost incurred is commensurate to the works undertaken
        iii. A certificate from Chartered Accountant that the expenditure sum has been paid to suppliers/service providers with necessary receipts obtained, as prescribed in Annexure 18-IS4-CA.
    b. A Summary Statement of all Enterprises which commenced Production, with the following details
        i. Enterprise Name
        ii. Area Allotted
    c. Date of Commencement of Production shall be as per date of First Sale Invoice of that specific Unit. Required documents for each Enterprise are
        i. Copy of the invoice
        ii. Copy of Electricity Bill and Receipt for the month in which this date falls.

12.7 Investment Based Incentives

56. Executing Agencies shall make a one-time application for Investment Based Incentives after 24 months from the date of receiving Final Approval, as prescribed in Annexure 19-INVI.

12.8 Timelines for Processing Subsidies/Incentives Applications

57. All applications for Subsidies/Incentives under this Policy shall be processed within 21 days.

58. Executing Agencies shall ensure that they make every effort to ensure that there are no delays as per the approved Project Schedule.

59. **Penalties for Project Delays**
    a. If there is a delay in project implementation, as per agreed-upon project schedule, beyond 2 months by Executing Agency, there will be a reduction of 5% in corresponding installment of Subsidy applicable for every month of delay.
    b. Accordingly, SLPSC shall levy applicable penalties before sanctioning the installment amounts. However, SLPSC is authorized to condone any delays if circumstances that have resulted in the delay are beyond the control of Executing Agency.
    c. For calculating penalty, the number of months of delay is rounded off to the nearest integer.

60. The Executing Agencies shall be informed as soon as sanction is received for payment of Subsidies/Incentives and the amount sanctioned and penalties levied, if any.

61. AP M-Corp shall make every effort to ensure that the funds are available in a timely fashion and there are no disbursement delays.

62. **Compensation for Disbursement Delays**
    a. If there is a delay in disbursement of Infrastructure Subsidy from AP M-Corp beyond 2 months from the time of sanction of the installment amount, Executing Agency will be eligible for 5% of corresponding installment of Subsidy applicable for every month of delay as compensation.
    b. Accordingly, AP M-Corp shall pay applicable compensation to Executing Agencies at the time of disbursement without any separate application from Executing Agency. It shall also immediately notify Government regarding any such compensation paid to Executing Agencies and the circumstances that led to such payment.
    c. For calculating compensation, the number of months of delay is rounded off to the nearest integer.

63. Compensation is only applicable for delays in disbursal of Infrastructure Subsidy and not for those of Reimbursement of Land Conversion Charges and Investment based Incentives.

64. As and when funds are available and payment can be made within 7 days without fail, AP M-Corp shall send an intimation to Executing Agencies on the amount that would be disbursed to them, duly adding the compensation for disbursement delays.

65. The Executing Agencies shall fill the Advance Stamp Receipt, within 3 days of receiving the intimation regarding disbursement, as provided in Annexure 20-ASR.

66. Upon receiving the Advance Stamp Receipt, AP M-Corp shall disburse the said amount within 7 days.

67. The Executing Agencies shall submit a Utilisation Certificate within 7 days of receiving the amount, as prescribed in Annexure 21-UC.

68. The Chief Executive Officer of AP MSME Development Corporation is empowered to make necessary changes to the Proformas annexed, with intimation/approval/ratification to/from State Level Project Steering Committee, depending on the magnitude of changes made, as deemed necessary by Chief Executive Officer.

12.9 Advance Approvals to APIIC

69. In case, APIIC has been made any advance disbursements, for instance as in reference 4 cited, APIIC shall nevertheless fulfill all the requirements under these guidelines post-facto, namely submission of proofs of meeting the milestones for each installment as prescribed, Utilization Certificates etc.
    a. In such cases, the date of such disbursal as in reference 4 cited, shall be deemed date of Final Approval for assessing penalties for project delays, if any.

13 OTHER PROVISIONS

70. **Concessions under Various Policies and Programmes:** MSMEs setting up their enterprises in the Parks and Developers will continue to be eligible for all

concessions/incentives provided in various policies and programmes of Government of Andhra Pradesh as well as Government of India.

71. **Operational User Charges:** The Executing Agency by itself, or through constitution of an IALA, may levy appropriate operational user charges for recouping operational maintenance costs of running the park.

72. **Withdrawal of Executing Agency:**
    a. All applications for withdrawal (in Proforma indicated in Annexure-22-WA) shall be approved by State Level Project Steering Committee
    b. If an Executing Agency withdraws from developing the park as per the approved Project Schedule, the Executing Agency shall be liable to pay back the received Infrastructure Subsidy as well as Reimbursement of Land Conversion Charges, with an interest of 12% per annum.
    c. In addition, SLPSC may levy a penal interest on this amount, up to 12% per annum.

73. **Misrepresentation of Information**: If the Subsidies/Incentives are obtained by the Executing Agency by misrepresentation of essential facts or by furnishing of false information or suppressions of facts or by submission of false/fake documents etc., penalty will be levied @ 5 times of the sanctioned and disbursed amount and barred from availing incentives in future. □

74. **Recovery of Dues:**In the event of recoveries for reasons arising mentioned above, they shall be recovered treating them as arrears of Land Revenue under Andhra Pradesh Revenue Recovery Act, 1864.

14 ANNUAL REVIEW

75. AP M-Corp will institute an Annual review of the Policy and make necessary recommendations to the Government.

SOLOMON AROKIARAJ
SECRETARY TO GOVERNMENT & CIP

ANNEXURE 1-REG: PROFORMA FOR REGISTRATION

1. Proposed Location Details
    a. District
    b. Constituency
    c. Mandal
    d. Village
2. Land
    a. Extent of Land
    b. Current Status of Land (Identified/Procurement under process/Owned)
3. Name of the Developer
4. Legal Registration Details
5. Track Record of Developer in Developing/Operating Industrial Parks, if any
6. Profile of Top 5 Shareholders - If the shareholders are Enterprises, Enterprise wise details of the following shall be provided
    a. Turnover of Enterprises Owned
    b. Major Products Manufactured etc.
    c. Age of Enterprise
    d. Contact Details (Name, Mobile, Email Address and Physical Address)
7. Profile of Members of Governing Body (Board/Council)
    a. If an Entrepreneur
        i. Profile (Name, Age, Gender, Caste, Education, Address, Mobile, Email Address)
        ii. Turnover of Enterprises Owned
        iii. Major Products Manufactured etc.
        iv. Age of Enterprise
    b. If an Employee
        i. Profile (Name, Age, Gender, Caste, Education, Address, Mobile, Email Address)
        ii. Current Organization
        iii. Current Designation
        iv. Years of Professional Work Experience
    c. Others
        i. Profile (Name, Age, Gender, Caste, Education, Address, Mobile, Email Address)
8. Authorized Representative(s) for Operating the Account on this Portal
    a. Authorized Representative 1
        i. Profile (Name, Age, Gender, Caste, Education, Address, Mobile, Email Address)

ii. Designation within the Executing Agency

b. Authorized Representative 2 (if any)
   i. Profile (Name, Age, Gender, Caste, Education, Address, Mobile, Email Address)
   ii. Designation within the Executing Agency

Attachments: 1) Certificate from Executing Agency authorizing the above Representatives

ANNEXURE 2-IPA: PROFORMA FOR APPLICATION FOR IN-PRINCIPLE APPROVAL

(On Letterhead of Executing Agency)

Sub: Request for In-Principle Approval for setting up an MSME Park

I hereby request In-Principle Approval for the following park.

1. Name of Park :
2. District :
3. Constituency :
4. Extent of Land :
5. Estimated Infrastructure Development Cost (as per Guidelines) :
6. Expected Investment within 5 years from Final Approval :
7. Expected Employment within 5 years from Final Approval :

I am authorized to file this application on behalf of _____*(Executing Agency name to come here).* I take full responsibility of the information provided above and the documents submitted along with this application. I hereby confirm that to the best of my knowledge and belief that the information provided during the course of this application is true and correct in all respects and I undertake to substantiate it with necessary documentary evidence, as and when called for.

Signature of Authorized Person (digital authentication)
Profile of Authorized Person (details to be auto-populated)
Place
Date
Attachments: 1) Detailed Project Report, as in Annexure 3-IPA-DPR
2) Certificate from Chartered Certified Engineer, as in Annexure 4-IPA-CE

ANNEXURE 3-IPA-DPR: PROFORMA FOR DETAILED PROJECT REPORT

1. Executive Summary

Executive Summary		
Basic Details	Park Name	
	District	
	Constituency	
	Mandal	
	Village/Ward	
	Developer Name	
Park Profile	Park Extent (Acres)	
	Allocable Area	
	Target Sectors, if any	
	Anchor Investors identified, if any	
	EoI/MoUs with MSMEs, if any	
	Target Investment by Enterprises within 2 years of Final Approval (Rs. Cr)	
	Target Employment by Enterprises within 2 years of Final Approval (Rs. Cr)	
Park Costs	Total Cost (Rs. Cr)	
	Cost of External Infrastructure (Rs. Cr)	
	Cost of Internal Infrastructure (Rs. Cr)	
	Other Costs (Approvals, Project Preparation etc.) (Rs. Cr)	
Park Funding	Own Funds (Rs. Cr)	
	Loans (Rs. Cr)	
	Advance from Allottees, if any (Rs. Cr)	
	Budgeted Infrastructure Development Subsidy (Rs. Cr)	

	Budgeted Reimbursement of Land Conversion Charges (Rs. Cr)	
	Budgeted Investment Based Incentives (Rs. Cr)	
Project Timeline Estimates (in Months from Final Approval)	Final Approval	
	Incurring 5% of Infrastructure Development Cost	
	Incurring 30% of Infrastructure Development Cost and allotting 10% of Allocable Area to MSMEs	
	Enterprises Corresponding to 15% of Allocable Area Commencing Production	
	Incurring 100% of Infrastructure Development Cost and Enterprises Corresponding to 30% of Allocable Area Commencing Production (should be within 24 months from Final Approval)	

2. Details of Developer Profile
    a. Name of the Developer
    b. Legal Registration Details
    c. Shareholders
    d. Track Record of Developer in Developing and Operating Industrial Parks
    e. Profile of Major Shareholders. If the shareholders are Enterprises, Enterprise wise details of the following shall be provided
        i. Turnover of Enterprises Owned
        ii. Major Products Manufactured etc.
        iii. Age of Enterprise
    f. Bank Account Details (to which all incentives would be made)
        i. Bank
        ii. Account Number
        iii. IFSC Code
3. Details of Proposed Location
    a. Current Status of Land (Identified/Procurement under process/Owned)
    b. District
    c. Constituency
    d. Mandal
    e. Village

f. Area
g. Geographical Coordinates

4. Economic Potential for Park Proposed
    a. Top 3 Targeted Sectors
    b. Justification for these Targeted Sectors in terms of Raw Material Availability/Consumption Markets/Skilled Manpower availability/Proximate Related Industries or other factors
    c. MoUs signed with potential allottees, if any – Investment and Employment Details
    d. Synopsis of discussions held with various stakeholders (Anchor Investors, MSMEs, Financial Institutions etc.)
5. Project Outcomes - Year wise Estimate for the first 5 Years from date of Final Approval
    a. Investment from Anchor Investor(s)
    b. Employment from Anchor Investor(s)
    c. Investment from MSMEs
    d. Employment from MSMEs
6. Infrastructure Proposed
    a. Area
        i. Total Area
        ii. Allocable Area
        iii. % of Allocable Area
    b. Master Plan of the Park
    c. Key Infrastructural Facilities Proposed with Detailed Technical Specifications
    d. Facility wise Cost Estimates
    e. Total Cost Estimates, including estimated costs for Regulatory Approvals
7. List of Regulatory Approvals Necessary
8. Sources of Funding Estimates
    a. Own
    b. Debt
    c. Amount expected to be claimed under this Policy
        i. Infrastructure Subsidy
        ii. Reimbursement of Land Conversion Charges
        iii. Investment Based Incentives
    d. Sale Proceeds from Enterprises
9. Business Plan
    a. Total Capital Expenditure
    b. Operational & Maintenance Expenditure expected
    c. Revenue Sources

d. Internal Rate of Return
e. Rate of Occupancy necessary for Financial Viability, taking into account occupancy of the Park

10. Competitive Profile of the Park Proposed with respect to Proximate Industrial Park Spaces
    a. Vacancies of nearby Industrial Parks
    b. Expected Plot Price in the Proposed Park vis-à-vis Offered plot rate per sqm in the existing vacant plots in nearby Industrial Parks.
11. Targeted Schedule, in Months.
    a. The Executing Agency shall schedule the Park development in such a way that it becomes eligible for Fourth Installment within 2 years, starting from Point of Receiving Final Approval.
        i. First Installment
        ii. Second Installment
        iii. Third Installment
        iv. Fourth Installment
    b. Gantt/PERT Chart/Bar Chart showing the Project Schedule from Inception to Completion

ANNEXURE 4-IPA-CE: PROFORMA FOR CHARTERED ENGINEER CERTIFICATE FOR IN-PRINCIPLE APPROVAL

(On letterhead of Chartered Engineer)

Sub: Certificate for Infrastructure Development Cost

/We confirm that I/We have examined the detailed specifications of internal and external infrastructural facilities planned to be set up for the MSME Park proposed by *Executing Agency Name* in its Detailed Project Report. I/We hereby certify that the proposed cost is commensurate the infrastructure proposed.

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Seal of Chartered Engineer:
Registration Number:
Address:
Telephone Address:
Email Address:
Name and Address of the Institution with which Registered:

Place:
Date:

Countersigned by Authorized Signatory of Executing Agency
Name:
Place:
Date:

Note:
1) Each additional page of the Certificate has to be signed by the Chartered Engineer

ANNEXURE 5-FA: PROFORMA FOR APPLICATION FOR FINAL APPROVAL

Sub: Request for Final Approval for setting up an MSME Park
Ref: Proceedings of SLPSC when the relevant In-Principal Approval was given - *Reference Number and Date*

Vide reference cited, In-Principal Approval was given for the park proposed. I hereby request Final Approval for the following Park.

1. Name of Park :
2. Extent of Land :
3. Ownership Pattern of Land (Own/Lease) :
4. Ownership/Lease Dead Obtained (Yes/No) :
5. Financial Closure Achieved (Yes/No) :

I am authorized to file this application on behalf of _____*(Executing Agency name to come here).* I take full responsibility of the information provided above and the documents submitted along with this application. I hereby confirm that to the best of my knowledge and belief that the information provided during the course of this application is true and correct in all respects and I undertake to substantiate it with necessary documentary evidence, as and when called for.

Signature of Authorized Person (digital authentication)
Profile of Authorized Person (details to be auto-populated)
Place
Date

Attachments: 1) Registered Land Sale/Lease Deed
2) Layout Approval
3) Incorporation/Registration Document of Executing Agency
4) Document indicating Financial Closure of the Project

ANNEXURE 6-PSA: PROFORMA FOR PROJECT SPECIFIC AGREEMENT

Format for Agreement between AP MSME Development Corporation and Executing Agency

This agreement is made at ..... on this the .....th day of ..... 20.... between Andhra Pradesh Micro, Small and Medium Enterprises Development Corporation, acting through and represented by Chief Executive Officer, Amaravati (hereinafter after referred to as AP M-Corp) and ..... *Executing Agency* having its registered office at..... represented by its Managing Director/Chief Executive Officer (hereinafter referred to as the 'EA').

WHEREAS Government of Andhra Pradesh has instituted a policy named as M-Parks Policy 2018-23 vide G.O.Ms.No.70, Industries & Commerce (Programme-I) Department dated 31-05-2018 (hereinafter referred to as 'M-Parks Policy'), with the objective of facilitating the process of establishing Micro, Small and Medium Enterprises Park (hereinafter referred to as 'M-Park') in each Assembly Constituency in the state of Andhra Pradesh and has appointed AP M-Corp as Nodal Agency for implementing this Policy and;

AND WHEREAS the EA has been constituted as a partnership firm/trust/ society/co-operative society/company, and has come forward to develop a MSME Park (M-Park) at ..... in …… Mandal in …….. District of Andhra Pradesh;

AND WHEREAS the EA has submitted a proposal for setting up an MSME Park under the M-Parks Policy to AP M-Corp;

AND WHEREAS the competent authority under the M-Parks Policy has approved the project submitted by the EA subject to the conditions mentioned in the sanction letter no..... dated ..... (or to be issued) which shall be deemed to be a part of this Agreement;

AND WHEREAS for binding the Parties to their respective obligations and to ensure that the proposed M-Park by EA meets the developmental obligations laid out in the M-Parks Policy, the Parties are desirous to enter into an agreement;

Both the Parties agree to the follows:-

1. The EA shall be deemed to have read and agreed with the terms and conditions laid out in M-Parks Policy and any related guidelines/circulars/memos issued by Government of Andhra Pradesh or AP M-Corp or any other Government agency before submitting its proposal to AP M-Corp under M-Parks Policy.

2. Details of Approved MSME Park Proposal

a. Name:
b. Approved Infrastructure Development Cost:
c. Approved Subsidy for Infrastructure Development Cost:

3. The agreed Project Schedule is as follows:
    a. Timeline for EA incurring an expenditure of 5% of Infrastructure Development Cost –
    b. Timeline for EA incurring a cumulative expenditure of 30% of Infrastructure Development Cost and allotting 10% of allocable area to MSMEs -
    c. Timeline for Enterprises corresponding to an area of 15% of allocable area commencing production –
    d. Timeline for EA incurring a cumulative expenditure of 100% of Infrastructure Development Cost and Enterprises corresponding to a cumulative area of 30% of allocable area commencing production –

4. The EA agrees that it shall forthwith repay the amount released to it under the M-Parks Policy, if the amount of Subsidy/Reimbursement of Land Conversion Charges/Investment Based Incentives are found to be disbursed in excess of the amount actually admissible whatsoever the reason.

5. AP M-Corp reserves the right to carry out physical on the ground/aerial verification of the infrastructure developed with the funds or initiate any other enquiry as it may deem fit to satisfy the competent authority with regard to the proper utilization of the funds released.

6. The competent authority under M-Parks Policy shall have the right to cancel the Park Proposal if any of the information submitted by the EA during the course of application for Approvals or Subsidies or Investment based Incentives or Reimbursement of Land Conversion Charges or Compensation for Disbursement Delays is found to be inaccurate and levy any penalties applicable.

7. The EA agrees to pay applicable levies and penalties, as instituted under M-Parks Policy.

8. The EA indemnifies Government of Andhra Pradesh and AP M-Corp against any or all of its liabilities.

9. Failure or delay on the part of AP M-Corp or competent authority under the M-Parks Policy in insisting upon strict performance by the EA or in taking action against the EA, or grant of time or any other indulgence by the competent authority, shall not be deemed to be waiver of any breach and waiver on any occasion of breach shall be deemed to be a waiver for other occasions or other breaches.

10. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of the remaining provisions, which shall remain in full force.

11. No amendment to this agreement shall be valid unless expressed in writing and duly signed by all the Parties.

AP MSME Development Corporation, Represented by ……

Executing Agency, Represented by ……

Place ……..

Date ……

ANNEXURE 7-IS1: PROFORMA FOR APPLICATION FOR FIRST INSTALLMENT OF INFRASTRUCTURE SUBSIDY

Sub: Request for Disbursement of First Installment of Infrastructure Subsidy

Ref: 1) Proceedings of SLPSC when the relevant Final Approval was given – *Reference Number and Date*
2) Project Specific Agreement signed between AP MSME Development Corporation and …….*Executing Agency*…….

Vide reference 1 cited, Final Approval was given for the following park proposal, for which vide reference 2, a project specific agreement has been signed:

- Park Name:
- Constituency:
- District:
- Approved Infrastructure Development Cost:
- Approved Infrastructure Subsidy:
- Applicable First Installment Amount:

I hereby submit that *Executing Agency* has incurred a cumulative expenditure of Rs. _____ (*Amount in words),* which amounts to _____% of approved Infrastructure Development Cost and have set up facilities in line with the specifications provided in the approved Detailed Project Report. I have attached a certificate from Chartered Engineer and a certificate from Chartered Accountant to validate these claims.

I, therefore, request AP MSME Development Corporation to disburse the First Installment of Infrastructure Subsidy to *Executing Agency*, corresponding to a sum of Rs. _____ (*Amount in words).*

I am authorized to file this application on behalf of *Executing Agency*. I take full responsibility of the information provided above and the documents submitted along with this application. I hereby confirm that to the best of my knowledge and belief that the information provided during the course of this application is true and correct in all respects and I undertake to substantiate it with necessary documentary evidence, as and when called for.

Signature of Authorized Person (digital authentication)
Place
Date

Attachments: 1) A certificate from Chartered Engineer, as per proforma in Annexure 8-IS1-CE

2) A certificate from Chartered Accountant, as per proforma in Annexure 9-IS1- CA

ANNEXURE 8-IS1-CE: PROFORMA FOR CHARTERED ENGINEER CERTIFICATE FOR FIRST INSTALLMENT

(On letterhead of Chartered Engineer)

Sub: Certificate for Infrastructural Facilities setup

I/We confirm that I/We have examined the detailed specifications of internal and external infrastructural facilities planned to be set up for the MSME Park proposed by *Executing Agency* in its approved Detailed Project Report (DPR). I/We hereby certify that the following facilities has been setup in line with the specifications provided in the DPR and the claim of expenditure incurred by *Executing Agency* is commensurate to the cost of works undertaken.

S No	Infrastructural Facilities (with detailed Specifications)	Cost (Rs.)
	Total Cost Incurred	

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Seal of Chartered Engineer:
Registration Number:
Address:
Telephone Address:
Email Address:
Name and Address of the Institution with which Registered:

Place:
Date:

Countersigned by Authorized Signatory of Executing Agency
Name:
Place:
Date:

Note:
1) Each additional page of the Certificate has to be signed by the Chartered Engineer

ANNEXURE 9-IS1-CA: PROFORMA FOR CHARTERED ACCOUNTANT CERTIFICATE FOR FIRST INSTALLMENT

(On letterhead of Chartered Accountant)

Sub: Certificate for Incurred Development Cost

I/We hereby confirm that I/We have examined the prescribed registers, receipts, books of account and the bank statement in respect of *Executing Agency*. I/ We hereby certify that *Executing Agency* has incurred Rs. _____ (*Amount in words)* on Infrastructure Development for the facilities set up, as certified by a Chartered Engineer and paid the same to relevant suppliers/service providers.

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Seal of Chartered Accountant:
Registration Number:
Address:
Telephone Address:
Email Address:
Name and Address of the Institution with which Registered:

Place:
Date:

Countersigned by Authorized Signatory of Executing Agency
Name:
Place:
Date:

ANNEXURE 10-LCC: PROFORMA FOR APPLICATION FOR REIMBURSEMENT OF LAND CONVERSION CHARGES

Sub: Request for Reimbursement of Land Conversion Charges

Ref: 1) Proceedings of SLPSC when the relevant Final Approval was given – *Reference Number and Date*
2) Project Specific Agreement signed between AP MSME Development Corporation and …….*Executing Agency*…….

Vide reference 1 cited, Final Approval was given for the following park proposal, for which vide reference 2, a project specific agreement has been signed:

- Park Name:
- Constituency:
- District:

I hereby submit that *Executing Agency* has incurred a cumulative expenditure of Rs. _____ (*Amount in words)* as Land Conversion Charges for Survey No_____ at _____ at _____ Mandal at _____District. I have attached the relevant approval documents as well as receipts/challans. I, therefore, request AP MSME Development Corporation to reimburse the Land Conversion Charges incurred.

I am authorized to file this application on behalf of *Executing Agency*. I take full responsibility of the information provided above and the documents submitted along with this application. I hereby confirm that to the best of my knowledge and belief that the information provided during the course of this application is true and correct in all respects and I undertake to substantiate it with necessary documentary evidence, as and when called for.

Signature of Authorized Person (digital authentication)
Place
Date

Attachments: 1) Approval Documents

2) Receipts/Challans Paid

ANNEXURE 11-IS2: PROFORMA FOR APPLICATION FOR SECOND INSTALLMENT OF INFRASTRUCTURE SUBSIDY

Sub: Request for Disbursement of Second Installment of Infrastructure Subsidy

Ref: 1) Proceedings of SLPSC when Sanction was given for First Installment of Infrastructure Subsidy– *Reference Number and Date*

Vide reference 1 cited, the First Installment of Infrastructure Subsidy was sanctioned for the MSME Park, with the following details:

- Park Name:
- Constituency:
- District:
- Approved Infrastructure Development Cost:
- Approved Infrastructure Subsidy:
- Applicable Second Installment Amount:

I hereby submit that *Executing Agency* has incurred a cumulative expenditure of Rs. _____ (*Amount in words),* which amounts to _____% of approved Infrastructure Development Cost and have set up facilities in line with the specifications provided in the approved Detailed Project Report.

I have also allotted plots corresponding to _____% of the allocable area to MSMEs, as per the Detailed Project Report. The details are as follows:

S No	MSME Name	Proposed Investment in Plant & Machinery (Rs.)	Extent of Land Allotted in Sq.M	Total Cost of Plot	Advance Payment Made, if any (Rs.)

I have attached a certificate from Chartered Engineer and a certificate from Chartered Accountant to validate these claims.

I, therefore, request AP MSME Development Corporation to disburse the Second Installment of Infrastructure Subsidy to *Executing Agency*, corresponding to a sum of Rs. _____ (*Amount in words).*

I am authorized to file this application on behalf of *Executing Agency*. I take full responsibility of the information provided above and the documents submitted along with this application. I hereby confirm that to the best of my knowledge and belief that the information provided during the course of this application is true and correct in all respects and I undertake to substantiate it with necessary documentary evidence, as and when called for.

Signature of Authorized Person (digital authentication)
Place
Date

Attachments: 1) Copy of Plot Allotment Letters to Enterprises which explicitly specify the following details MSME wise:

- MSME Name
- Extent of Plot Allotted in Sq.M
- Plot Coordinates
- Price of Plot

2) A certificate from Chartered Engineer, as per proforma in Annexure 12-IS2-CE

3) A certificate from Chartered Accountant, as per proforma in Annexure 13-IS2-CA

ANNEXURE 12-IS2-CE: PROFORMA FOR CHARTERED ENGINEER CERTIFICATE FOR SECOND INSTALLMENT

(On letterhead of Chartered Engineer)

Sub: Certificate for Infrastructural Facilities setup

I/We confirm that I/We have examined the detailed specifications of internal and external infrastructural facilities planned to be set up for the MSME Park proposed by *Executing Agency* in its approved Detailed Project Report (DPR). I/We hereby certify that the following facilities has been setup in line with the specifications provided in the DPR and the claim of expenditure incurred by *Executing Agency* is commensurate to the cost of works undertaken.

S No	Infrastructural Facilities (with detailed Specifications)	Cost (Rs.)
	Total Cost Incurred	

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Seal of Chartered Engineer:
Registration Number:
Address:
Telephone Address:
Email Address:
Name and Address of the Institution with which Registered:

Place:
Date:

Countersigned by Authorized Signatory of Executing Agency
Name:
Place:
Date:

Note:
1) Each additional page of the Certificate has to be signed by the Chartered Engineer

ANNEXURE 13-IS2-CA: PROFORMA FOR CHARTERED ACCOUNTANT CERTIFICATE FOR SECOND INSTALLMENT

(On letterhead of Chartered Accountant)

Sub: Certificate for Incurred Infrastructure Development Costs and Allotment of Plots

I/We hereby confirm that I/We have examined the prescribed registers, receipts, books of account and the bank statement in respect of *Executing Agency*.

I/ We hereby certify that *Executing Agency* has incurred Rs. _____ (*Amount in words)* as cumulative expenditure on Infrastructure Development for the facilities set up, as certified by a Chartered Engineer and paid the same to relevant suppliers/service providers.

I/We hereby certify that *Executing Agency* has received Rs. _____ *Amount in words)* towards plot allotment to MSMEs and has issued receipts for the same.

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Seal of Chartered Accountant:
Registration Number:
Address:
Telephone Address:
Email Address:
Name and Address of the Institution with which Registered:

Place:
Date:

Countersigned by Authorized Signatory of Executing Agency
Name:
Place:
Date:

ANNEXURE 14-IS3: PROFORMA FOR APPLICATION FOR THIRD INSTALLMENT OF INFRASTRUCTURE SUBSIDY

Sub: Request for Disbursement of Third Installment of Infrastructure Subsidy

Ref: 1) Proceedings of SLPSC when Sanction was given for Second Installment of Infrastructure Subsidy– *Reference Number and Date*

Vide reference 1 cited, the Second Installment of Infrastructure Subsidy was sanctioned for the MSME Park, with the following details:

- Park Name:
- Constituency:
- District:
- Approved Infrastructure Development Cost:
- Approved Infrastructure Subsidy:
- Applicable Third Installment Amount:

I hereby submit that Enterprises corresponding to _____% of allocable area, have commenced production and their details are as follows:

S No	MSME Name	Investment in Plant & Machinery as repoted by Enterprises (Rs.)	Extent of Land Allotted in Sq.M	Payment Made for Plot	Date of Commencement of Production

I have attached allotment letters corresponding to these Enterprises and a certificate from Chartered Accountant to validate this allotment. I have also attached the required documents to show that these Enterprises have commenced production.

I, therefore, request AP MSME Development Corporation to disburse the Third Installment of Infrastructure Subsidy to *Executing Agency*, corresponding to a sum of Rs. _____ (*Amount in words).*

I am authorized to file this application on behalf of *Executing Agency*. I take full responsibility of the information provided above and the documents submitted along with this application. I hereby confirm that to the best of my knowledge and belief that the information provided during the course of this application is true and correct in all

respects and I undertake to substantiate it with necessary documentary evidence, as and when called for.

Signature of Authorized Person (digital authentication)
Place
Date

Attachments: 1) Copy of Plot Allotment Letters to Enterprises which explicitly specify the following details Enterprises wise:

- Enterprise Name
- Extent of Plot Allotted in Sq.M
- Plot Coordinates
- Price of Plot

2) A certificate from Chartered Accountant, as per proforma in Annexure 15-IS2-CA

3) For each Enterprise, i) Copy of First Sale Invoice and ii) Copy of Electricity Bill and Receipt for the month in which this date of First Sale Invoice falls.

ANNEXURE 15-IS3-CA: PROFORMA FOR CHARTERED ACCOUNTANT CERTIFICATE FOR THIRD INSTALLMENT

(On letterhead of Chartered Accountant)

Sub: Certificate for Allotment of Plots

I/We hereby confirm that I/We have examined the prescribed registers, receipts, books of account and the bank statement in respect of *Executing Agency*.

I/We hereby certify that *Executing Agency* has received Rs. _____ *Amount in words)* towards plot allotment to Enterprises and has issued receipts for the same.

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Seal of Chartered Accountant:
Registration Number:
Address:
Telephone Address:
Email Address:
Name and Address of the Institution with which Registered:

Place:
Date:

Countersigned by Authorized Signatory of Executing Agency
Name:
Place:
Date:

ANNEXURE 16-IS4: PROFORMA FOR APPLICATION FOR FOURTH INSTALLMENT OF INFRASTRUCTURE SUBSIDY

Sub: Request for Disbursement of Fourth Installment of Infrastructure Subsidy

Ref: 1) Proceedings of SLPSC when Sanction was given for Third Installment of Infrastructure Subsidy– *Reference Number and Date*

Vide reference 1 cited, the Third Installment of Infrastructure Subsidy was sanctioned for the MSME Park, with the following details:

- Park Name:
- Constituency:
- District:
- Approved Infrastructure Development Cost:
- Approved Infrastructure Subsidy:
- Applicable Fourth Installment Amount:

I hereby submit that *Executing Agency* has incurred a cumulative expenditure of Rs. _____ (*Amount in words),* which amounts to 100% of approved Infrastructure Development Cost and have set up facilities in line with the specifications provided in the approved Detailed Project Report.

I also submit that Enterprises corresponding to _____% of allocable area, have commenced production and their details are as follows:

S No	Enterpise Name	Investment in Plant & Machinery as repoted by Enterprises (Rs.)	Extent of Land Allotted in Sq.M	Payment Made for Plot	Date of Commencement of Production

I have attached allotment letters corresponding to these Enterprises. I have also attached the required documents to show that these Enterprises have commenced production.

I have attached a certificate from Chartered Engineer and a certificate from Chartered Accountant to validate these claims.

I, therefore, request AP MSME Development Corporation to disburse the Fourth Installment of Infrastructure Subsidy to *Executing Agency*, corresponding to a sum of Rs. _____ (*Amount in words).*

I am authorized to file this application on behalf of *Executing Agency*. I take full responsibility of the information provided above and the documents submitted along with this application. I hereby confirm that to the best of my knowledge and belief that the information provided during the course of this application is true and correct in all respects and I undertake to substantiate it with necessary documentary evidence, as and when called for.

Signature of Authorized Person (digital authentication)
Place
Date

Attachments: 1) A certificate from Chartered Engineer, as per proforma in Annexure 17-IS4-CE

2) Copy of Plot Allotment Letters to Enterprise, which explicitly specify the following details Enterprise wise:

- Enterprise Name7
- Extent of Plot Allotted in Sq.M,
- Plot Coordinates
- Price of Plot

3) A certificate from Chartered Accountant, as per proforma in Annexure 18-IS4-CA

4) For each Enterprise, i) Copy of First Sale Invoice and ii) Copy of Electricity Bill and Receipt for the month in which this date of First Sale Invoice falls.

ANNEXURE 17-IS4-CE: PROFORMA FOR CHARTERED ENGINEER CERTIFICATE FOR FOURTH INSTALLMENT

(On letterhead of Chartered Engineer)

Sub: Certificate for Infrastructural Facilities setup

I/We confirm that I/We have examined the detailed specifications of internal and external infrastructural facilities planned to be set up for the MSME Park proposed by *Executing Agency* in its approved Detailed Project Report (DPR). I/We hereby certify that *Executing Agency* has set up all the following facilities in line with the specifications provided in the DPR and the claim of expenditure incurred by *Executing Agency* is commensurate to the cost of works undertaken.

S No	Infrastructural Facilities (with detailed Specifications)	Cost (Rs.)
	Total Cost Incurred	

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Seal of Chartered Engineer:
Registration Number:
Address:
Telephone Address:
Email Address:
Name and Address of the Institution with which Registered:

Place:
Date:

Countersigned by Authorized Signatory of Executing Agency
Name:
Place:
Date:

Note:
1) Each additional page of the Certificate has to be signed by the Chartered Engineer

ANNEXURE 18-IS4-CA: PROFORMA FOR CHARTERED ACCOUNTANT CERTIFICATE FOR FOURTH INSTALLMENT

(On letterhead of Chartered Accountant)

Sub: Certificate for Allotment of Plots

I/We hereby confirm that I/We have examined the prescribed registers, receipts, books of account and the bank statement in respect of *Executing Agency*.

I/ We hereby certify that *Executing Agency* has incurred Rs. _____ (*Amount in words)* as cumulative expenditure on Infrastructure Development for the facilities set up, as certified by a Chartered Engineer and paid the same to relevant suppliers/service providers.

I/We hereby certify that *Executing Agency*has received Rs. _____ *Amount in words)* towards plot allotment to Enterprises and has issued receipts for the same.

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Seal of Chartered Accountant:
Registration Number:
Address:
Telephone Address:
Email Address:
Name and Address of the Institution with which Registered:

Place:
Date:

Countersigned by Authorized Signatory of Executing Agency
Name:
Place:
Date:

ANNEXURE 19-INVI: PROFORMA FOR APPLICATION FOR INVESTMENT BASED INCENTIVES

Sub: Application for Investment Based Incentives

Ref: Proceedings of SLPSC when Final Approval was given– *Reference Number and Date*

Vide reference 1 cited, Final Approval was given for the MSME Park, with the following details:

- Park Name:
- Constituency:
- District:
- Date of Final Approval:

I submit that *Executing Agency* has attracted a total Investment in Plant & Machinery from MSMEs, which commenced production within 24 months of date of receiving Final Approval of a sum of Rs. _____ (*Amount in Rs.).* The details of these MSMEs are as follows:

S No	MSME Single Desk Id	MSME Name (*Autopopulated from Single Desk Portal)*	Investment in Plant & Machinery (Rs.) (*Autopopulated from Single Desk Portal)*	Date of Commencement of Production

I, therefore, request AP MSME Development Corporation to disburse Investment Based Incentives to *Executing Agency*, corresponding to a sum of Rs. _____ (*Amount in words).*

I am authorized to file this application on behalf of *Executing Agency*. I take full responsibility of the information provided above and the documents submitted along with this application. I hereby confirm that to the best of my knowledge and belief that the information provided during the course of this application is true and correct in all respects and I undertake to substantiate it with necessary documentary evidence, as and when called for.

Signature of Authorized Person (digital authentication)
Place
Date

ANNEXURE 20-ASR: PROFORMA FOR ADVANCE STAMP RECEIPT

Received Rs._____ (Rupees_____only) towards _____, sanctioned to M/s. _____vide Proceedings No._____Date _____of State Level Project Steering Committee _____under M-Parks Policy 2018-23, from AP MSME Development Corporation through RTGS/NEFT.

Signature of Authorized Person (digital authentication)
Place:
Date:

ANNEXURE 21-UC: PROFORMA FOR UTILISATION CERTIFICATE

Certified that the amount of Rs._____(*Amount in words)* received under M-Parks Policy 2018-23 as Infrastructure Subsidy/Reimbursement of Land Conversion Charges/Investment Based Incentives has been fully utilized for the purpose intended under this Policy for the development of a MSME Park and attracting MSMEs to set up their units in the park, as detailed below:

- Executing Agency:
- Executing Agency Address:
- Name the Park:
- District:
- Constituency:
- Sanctioned:
    - Type of Subsidy/Incentive (select option below):
        - Infrastructure Subsidy – First Installment
        - Infrastructure Subsidy – Second Installment
        - Infrastructure Subsidy – Third Installment
        - Infrastructure Subsidy – Fourth Installment
        - Reimbursement of Land Conversion Charges
        - Investment Based Incentives
    - SLPSC Proceedings Number and Date:
    - Compensation Amount Sanctioned, if any:
- Received:
    - Total Amount:
    - Date:

Signature of Authorized Person (digital authentication)
Place
Date

ANNEXURE 22-WA: PROFORMA FOR WITHDRAWAL APPLICATION

Sub: Application for Withdrawal from Development of MSME Park

Ref: Proceedings of SLPSC when Final Approval was given– *Reference Number and Date*

Vide reference cited, Final Approval was given for the following MSME Park and the status of the park is as follows:

- Park Name:
- Constituency:
- District:
- Extent of Park:
- Stage of Park Development:
    - Expenditure incurred:
        - Amount: Rs. _____
        - Percentage of Approved Infrastructure Development Cost: _____%
    - Plot Allotment
        - Area Allotted: _____ Sq.m
        - Percentage of Total Area Allocable: _____%
    - Enterprises which commenced production
        - Number of Enterprises: _____
        - Grounded Investment in Plant & Machinery: _____
        - Employment Created: _____
    - Enterprises which are establishing their units, but yet to commence production
        - Number of Enterprises: _____
        - Planned Investment in Plant & Machinery: _____
        - Planned Employment: _____
- Amounts Received:
    - Infrastructure Subsidy:
        - First Installment:
        - Second Installment:
        - Third Installment:
    - Reimbursement of Land Conversion Charges:

I/We wish to withdraw from the development of the above MSME Park due to the following reasons:

1. _____
2. _____
3. _____

I request AP MSME Development Corporation to permit *Executing Agency* to withdraw from further development of the above mentioned MSME Park.

I am authorized to file this application on behalf of *Executing Agency*. I take full responsibility of the information provided above and the documents submitted along with this application. I hereby confirm that to the best of my knowledge and belief that the information provided during the course of this application is true and correct in all respects and I undertake to substantiate it with necessary documentary evidence, as and when called for.

Signature of Authorized Person (digital authentication)
Place
Date